



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 7TH INFANTRY DIVISION & FORT CARSON
6101 WETZEL AVENUE, BLDG. 1430
FORT CARSON, COLORADO 80913-4145

AFZC-CG

1 November 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Solicitation of Donations/Gifts Policy File #17

1. REFERENCES.

- a. Joint Ethics Regulation (JER), DoD Directive 5500.7-R.
- b. AR 210-22, *Private Organizations on Department of the Army Installations*.
- c. AR 215-1, *Morale, Welfare, and Recreation (MWR) Activities and Nonappropriated Fund Instrumentalities*.
- d. Fort Carson Regulation 608-47, *Family Readiness Groups on Fort Carson*.

2. APPLICABILITY. This policy applies to all Fort Carson units, organizations, commands, activities, and personnel. Supplementation of this policy is prohibited unless approved by the undersigned in writing. This policy will control if other command policies have conflicting provisions.

3. PURPOSE. The purpose of this policy is to provide guidance regarding the authorized solicitation of donations by Fort Carson personnel.

4. AUTHORIZED SOLICITATION.

- a. Personnel from the Directorate of Morale, Welfare, and Recreation (DMWR) Marketing office may competitively solicit support from potential sponsors for MWR events or programs.
- b. Family Readiness Group (FRG) members may solicit free or discounted food and other products from any individual or business to support FRG activities. Individuals soliciting donations on behalf of an FRG must ensure that they inform the prospective donor that they are soliciting on behalf of an FRG and not as a representative of the Army, and are not acting on behalf of the Army or any subordinate element or unit. Soldiers are prohibited from soliciting on behalf of an FRG but may participate in FRG fundraising activities that occur while they are off-duty if they wear civilian clothing. FRG solicitation and fundraising activities conducted on-post must be approved by the Financial Management Division, DMWR, at 526-5580.

c. Private organizations (POs) authorized to operate on Fort Carson may solicit donations from any individual or business. PO members who are also military members or civilian employees remain subject to the JER and other solicitation restrictions. Army personnel (military and civilian) may not solicit for POs while on duty, may not wear their uniform when soliciting, shall identify themselves as a member of a PO, and may not identify themselves as federal personnel (the use of their Army title, rank, or duty position when soliciting for a PO is prohibited). PO solicitation and fundraising activities occurring on Fort Carson must be approved by the Financial Management Division, DMWR, at 526-5580.

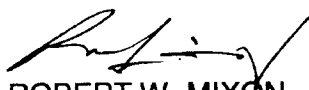
5. PROHIBITED SOLICITATION.

a. While acting in their official capacity, military members and civilian employees (except Combined Federal Campaign, Army Emergency Relief, DMWR Commercial Sponsorship, and other authorized DOD or Army program personnel) are prohibited from soliciting donations, either directly or indirectly, from any individual or business.

b. If commanders or supervisors become aware of a subordinate's improper solicitation, they must take steps to stop the conduct, rescind all requests, and return any donations received.

6. EXPIRATION. This policy letter will remain in effect until superseded or rescinded.

7. Fort Carson personnel who have questions about this policy should contact an Ethics Counselor, Office of the Staff Judge Advocate, at 526-0618.



ROBERT W. MIXON, JR.
Major General, US Army
Commanding

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